

Workplace Alaska

Class Specification Payroll Specialist III

Created: 09/17/2002 by Keith Murry	AKPAY Code: P1246	Class Code:	PB0233
Finalized on: 09/16/2002	Class Outline Cat: B	Class Range:	20
	Approved by:	Class Status:	Active
Category: Professional	Class Title: Payroll Specialist III		
Original Date: 09/16/2002	Use MJR Form: Standard		

Original Comments:

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: 03/18/2009 **EEO4:** B **SOC:** 13-2011 **Census:** 02

Last Update Comments:

KSA & MQ revisions (PMorrissey)

Definition:

Under general direction, the Payroll Specialist III exercises substantial responsibility for the development, administration and operation of the statewide payroll accounting system through participation in long-range planning and determination of system goals, system design and modification.

This is a supervisory job class with substantial responsibility for the exercise of independent judgement in appointing, promoting, transferring, suspending, discharging, and adjudicating the grievances of subordinates.

Distinguishing Characteristics:

Payroll Specialist III is a single position advanced professional job class, the incumbent of which serves as the assistant to the Payroll Manager in the Department of Administration, Division of Finance. The incumbent works with management to develop long-range plans and strategies for the statewide payroll system; initiates and directs project plans; serves as system representative to software vendor personnel and outside users of payroll information; provides ongoing review of policies and procedures, and revises and implements procedures as required. Independently and through subordinates, the Payroll Specialist III manages and controls the integrity of the statewide payroll system and ensures system operations are in accordance with Generally Accepted Accounting Principles, statutes, and regulations.

Payroll Specialist III is distinguished from Payroll Specialist II by the Payroll Specialist III's independence and authority in completing projects in system planning, development, administration and operation.

Payroll Specialist III is distinguished from Payroll Manager by the Payroll Manager's responsibility for planning, organizing, and directing all aspects of the statewide payroll function in the Division of Finance.

Payroll Specialists are distinguished from Accountants by the primary focus on the statewide payroll system and the required expertise in payroll functions and requirements.

Payroll Specialists are distinguished from the Human Resource Specialist series by the required expertise in the statewide payroll system and the knowledge necessary to maintain the system and complete payroll production.

Examples of Duties:

Coordinate the implementation of changes to system management tables.

Ensure that financial systems of the state are operated in accordance with statutory requirements and accounting standards; ensure employees and retirees are paid timely and access to fiscal information is provided in a timely manner.

Provide supervision to ensure that payroll information and reports are submitted and processed in accordance with established procedures; monitor payroll processing; take corrective action to maintain a balanced payroll and accurate recording of charges; supervise receipt, audit, control, and processing of source documents.

Implement systemic and procedural modifications to comply with changes required by IRS regulations or court decisions; evaluate system changes to maintain compliance with legal and contractual obligations as they relate to pay for state employees and retirees; implement changes resulting from payroll and benefit provisions in statutes and labor agreements.

Implement new software releases for the statewide payroll system; oversee and facilitate the discussions for analyzing new releases; develop implementation plan; develop comprehensive testing strategies; build comprehensive test data; build comprehensive system test environment; develop a comprehensive test plan; coordinate tests and implementation with programmers, agency staff, and internal division staff.

Assess current systems, recommend and design system changes or new systems; direct and review development of system support; coordinate the implementation of new or changed systems.

Confer with data processing staff to resolve data processing problems; provide assistance and interpretation to programmers to define problem areas and find solutions; assist with the design of reports and programs to ensure compliance with state and federal regulatory requirements, Generally Accepted Accounting Principles, Payroll Administration Guide, union contracts and Administrative Code.

Maintain an extensive knowledge of the statewide payroll system and all systems that interface data to payroll or receive data from payroll and be aware of relationships the various systems have upon one another. Develop, administer, and improve payroll procedures and operational controls; evaluate and review each system change for impact to other systems. Implement and review controls to maintain integrity between the statewide payroll system and all related systems. Develop reports to document system changes and interfaces.

Serve as a technical expert; draft changes to the payroll user manual and agency operating instructions; interpret and apply state fiscal regulations and federal tax laws governing preparation of payrolls; provide information to departments concerning procedural details and routine policy.

Evaluate compliance of other agencies with established legal and procedural standards; provide analyses, perform audits, provide evaluations; interact with outside agencies and explain difficult regulatory and reporting requirements.

Maintain contact with users; resolve issues and coordinate solutions; explain the application of pay and leave provisions in union agreements.

Coordinate and supervise delivery of training courses for staff; approve training plans.

Supervise and evaluate staff work performance; hire, transfer, promote, recall, participate in layoff decisions and, as needed, take appropriate disciplinary actions.

Knowledge, Skills and Abilities:

Thorough knowledge of the State of Alaska statewide payroll system, Personnel and Leave Rules and practices; federal, state and local income and special tax regulations; state budgetary systems; supervisory principles; applicable union contracts.

Thorough knowledge of the financial applications of data processing, business law, and statistics.

Thorough knowledge of cost, fund, or government accounting, including sources of funds, segregation and display of expenditures, revenues, and budgetary accounting.

Thorough knowledge of Generally Accepted Accounting Principles and Payroll Administration Guide.

Thorough knowledge of account analysis and error corrections and their impact on other accounts.

Thorough knowledge of supervisory practices and procedures.

Ability to analyze accounting transactions.

Ability to apply audit standards to implement, monitor, and modify internal procedures as necessary.

Ability to prepare and interpret financial statements which include reconciliations, and other financial reports.

Ability to use problem-solving techniques.

Ability to relate interdependent management information systems to each other.

Ability to analyze transactions for internal control compliance.

Ability to apply principles, methods, techniques, and systems of payroll and accounting management.

Ability to establish and maintain effective working relationships with all levels of key management.

Ability to apply sound, independent judgment in the solution of problems and/or in administration of programs.

Ability to present fiscal information in non-technical language.

Ability to plan, organize, and direct the work of subordinates.

Ability to interpret and apply the provisions of law, rule, or policy to specific situations.

Ability to analyze data, project outcomes, develop and implement procedures and systems for coordinating and controlling diverse financial activities.

Ability to provide guidance and technical assistance to management, staff, and other agencies.

Ability to monitor and evaluate the effectiveness of accounting systems and controls, identify problems, and devise corrective actions.

Ability to formulate new ideas for improved procedures.

Ability to interpret and implement internal control standards.

Ability to provide information both orally and in writing.

Ability to assess effect of changes to procedure on operations.

Minimum Qualifications:

Fifteen semester or twenty-three quarter hours from an accredited college or university in accounting that includes a minimum of three semester or four quarter hours in principles of cost, fund, or government accounting.

AND

One year of advanced professional level experience in payroll accounting equivalent to a Payroll Specialist II or two years of journey professional level experience equivalent to a Payroll Specialist I or Payroll Supervisor with the State of Alaska or elsewhere.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have fifteen semester or twenty-three quarter hours from an accredited college or university in accounting that includes a minimum of three semester or four quarter hours in principles of cost, fund, or government accounting?

AND

Do you have one year of advance level professional experience in payroll accounting? This is equivalent to a Payroll Specialist II with the State of Alaska or elsewhere?

Or Substitution:

Do you have fifteen semester or twenty-three quarter hours from an accredited college or university in accounting that includes a minimum of three semester or four quarter hours in principles of cost, fund, or government accounting?

AND

Do you have two years of journey professional level experience in payroll accounting? This is equivalent to a Payroll Specialist I or Payroll Supervisor with the State of Alaska, elsewhere.